



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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February 15, 1995

## Microfiche Contract Compliance

Thanks to all who have sent information on problems associated with the contractor-distributed microfiche. Library Programs Service (LPS) staff appreciate the time you have taken to send the messages directly to LPS. We are working with contract specialists in GPO to insure the contractors are distributing fiche in compliance with the contracts. Please continue to notify us of ongoing problems by contacting

Stevie Gray:

telephone: 202-512-1060

email: [lpsmail@access.digex.net](mailto:lpsmail@access.digex.net)

or Robin Haun-Mohamed:

telephone: 202-512-1071

email: [chiefdab@access.digex.net](mailto:chiefdab@access.digex.net)



## Keep Duplicate National Wetlands Inventory Maps Until Further Notice

The Fish and Wildlife Service has informed the Library Programs Service that duplicate National Wetlands Inventory maps were shipped to the microfiche contractor responsible for distributing these maps. The duplication was made because the original set of maps contained various unspecified errors.

National Wetlands Inventory maps are distributed under item 0611-W-01 thru 0611-W-53, SuDocs class I 49.6/7-2:.

As the maps were sent directly to the microfiche contractor, LPS cannot ascertain which duplicate maps you will be receiving in the near future. Please keep the duplicates until we are able to determine which maps may be discarded.

LPS will inform the depository community when further information is available. We regret any inconvenience this may have caused.



## **GPO and the Georgia Southern University Library Open Free Public Gateway to Online Federal Information**

The U.S. Government Printing Office (GPO) announced today an additional site giving the public free access to many of the Nation's most important Federal documents via an Internet connection or a phone call.

The Congressional Record, Federal Register, and Congressional Bills databases are now available to off-site users of the electronic Information Services of the Georgia Southern University (GSU) in Statesboro, GA. Georgia Southern University's Henderson Library, one of the Nation's nearly 1,400 Federal depository libraries, is offering free public access to the GPO databases as part of an expanding gateway program.

Anyone with a personal computer, a phone modem, and telecommunications software may connect from home or office to the GPO Access databases through a depository library gateway. Users may search the databases as frequently as they like, without charge. The full text of the documents is available the day of publication.

"It is our goal to establish local outlets to the GPO electronic system in every State," said Public Printer Michael F. DiMario, head of GPO. "We want these important Government publications available to the American public around the clock, 7 days a week."

The Congressional Record, Federal Register, and Congressional Bills are already available for free electronic searches to walk-in patrons of many of the Nation's depository libraries under the GPO Access program authorized by law and launched in June 1994. There is at least one Federal depository library in every congressional district.

GPO is working with a select group of depository libraries to develop model gateways for no-fee public access to GPO's databases. Built on existing campus and public networks, the gateway depositories will serve as models for the nationwide depository library system. The first model gateways will help GPO gather data on usage and the technical support requirements for users and the participating libraries.

The GSU gateway joins Missouri's COIN system and the Seattle Public Library, the first two depository library gateways. Other depository gateways are being developed around the country. "Using the existing depository libraries is the best way to link the public with the GPO system," DiMario said. "Public libraries, other universities and colleges, and community networks will be added rapidly to get our information out."

Local depository libraries will sponsor the program and assist in supporting users. The libraries will connect to GPO through the Internet. The new GPO initiative permits libraries to provide free off-site access through their own computer systems or those of partner networks in their areas.

The GPO Access service currently has three full-text databases: the Federal Register, which includes proposed and final Federal regulations and Presidential documents as well as meeting and grant notices; the Congressional Record, with the activities and debates of



Congress dating back to January 1994; and the Congressional Bills, with all published versions of House and Senate bills from the 103d Congress. Other databases will be added as they become available.

The GPO Access services are authorized by Public Law 103-40, the Government Printing Office Electronic Information Access Enhancement Act of 1993. Under the law, depository libraries have access to the GPO service without charge. The online publications are available separately with low-cost subscriptions for anyone who wishes to purchase directly from GPO.

Users with Internet connectivity may reach the GSU system by telenetting directly to `gsvms2.cc.gasou.edu`. To establish a high-speed modem connection, the GSU system users may dial into GSnet, the Georgia Southern local computer network, at 912-681-0005 at 9600 baud. Modem settings are 8 data bits, no parity, 1 stop bit; terminal emulation is VT100. To obtain the GSnet prompt, depress <enter> twice. From the GSnet prompt, enter this command to reach the host GSU computer: `connect gsvms2`. Users with slower modems (1200 baud) may dial into PeachNet, the computer network of the University System of Georgia, at 912-681-0500. From the PeachNet prompt, enter this command to reach the host GSU computer: `connect gsvms2.cc.gasou.edu`. (Note: All four periods in the command are significant, including the final one.)

Once connected with `gsvms2` (the GSU host computer), a user will see a welcome screen which ends with a request for a username. Public users should enter INFO as their username. No password is required. The Public Information Services menu will appear. From this menu, select the choice for "Government Printing Office Access" and follow the directions from that point.

Inquiries about the availability of GPO Access services should be directed to the Access User Support Team at 202-512-1530, or Internet e-mail <[help@eids05.eids.gpo.gov](mailto:help@eids05.eids.gpo.gov)>.



## **OTA Announces New Online Public Access to Publications**

*[The following notice was supplied by the Office of Technology Assessment.]*

In line with current efforts to open up the congressional process to the-public, the congressional Office of Technology Assessment (OTA) today [Jan. 13, 1995] announced the inauguration of OTA Online, a collection of electronic information resources offered by the agency.

OTA online provides general information about OTA and allows users to access OTA publications delivered to Congress. For example, users can access the full text of recent reports, background papers, and report briefs. Also on line are press releases, the annual report, and publications catalog.

Additional features are a graphic outline of OTA's assessment process, biographies and photographs of the members of the congressional Technology Assessment Board, descriptions of OTA programs and details of all assessments now in progress.

OTA is a nonpartisan congressional agency charged with advising the Congress on a wide range of critical issues involving science and technology. These issues include telecommunications, health, defense, space, education, environment, energy, and others. OTA has delivered reports on these topics to the standing committees of Congress, who request most of the agency's work.

OTA Online includes many common Internet features such as a World Wide Web (WWW) home page, an FTP collection of OTA report files and other information, and an electronic bulletin board (BBS) accessible via WWW or Telnet that permits file text searches. OTA Online is accessible through the following standard Internet tools:

WWW: <http://www.ota.gov>

FTP: [otabbs.ota.gov](ftp://otabbs.ota.gov); login as anonymous, password is your email address; publications are located in the /pub directory

Telnet: [otabbs.ota.gov](telnet://otabbs.ota.gov); login as public, password is public

Additional features of the BBS are available through client software with a graphical user interface for Microsoft Windows. This software is available free through the WWW home page or by contacting the OTA Telecommunications and Information Systems Office, (202) 228-6000, or email [sysop@ota.gov](mailto:sysop@ota.gov). Soon the BBS will also be available via telephone dial-in access. Questions or comments on Internet services should be directed by email to [netsupport@ota.gov](mailto:netsupport@ota.gov)

OTA also maintains a free electronic mailing list known as OTANEWS which allows anyone with access to electronic mail on the Internet to receive notices of all OTA reports upon their release. To subscribe to OTANEWS, address an electronic mail message to

listserv@ota.gov. Leave the subject line blank. In the text of the message, type: subscribe otanews (your name). For example, Jane Smith would type the following:

SUBSCRIBE OTANEWS JANE SMITH

After you have sent the message, you will receive confirmation that your subscription has been entered. if you encounter difficulties, send an email message to postmaster@ota.gov



## **Remarks of Wayne Kelley**

### **Superintendent of Documents**

**To Depository Library Directors**  
**American Library Association Midwinter Meeting**  
**Philadelphia, Pennsylvania**  
**February 4, 1995**

Toffler calls it the Third Wave Information Age.

Drucker labeled it the Knowledge Society.

Techies say we are in Cyberspace.

The media makes it hot copy full of buzzwords like "virtual reality."

Politicians promise to deliver it on Superhighways.

And now for the questions: Can we define it? Is it here already? Are we having fun?

The answers are: not clearly, not quite, and not sure.

Some things are dead certain however. There is an explosion of electronic Government information in the United States. There are big changes ahead for Federal depository libraries. One of most critical challenges will be a balancing act--preserving documents in traditional formats as we make the transition to electronic products.

This morning I would like to talk about the challenges and exciting opportunities we see for depository libraries in the electronic information future.

First, there is a good deal of uncertainty about this new environment driven by technology. A lot of the decisions are being made by computer technicians responsible for building and managing systems. Sometimes those responsible for creating and using



information are subordinated, or left out entirely. Our challenge is to see that electronic information is easy to find and easy to use. What can GPO do? Our Depository Program staff can, for example, provide liaison with Federal program managers, informing them how well their products meet the needs of librarians and the public.

Second, the model for information delivery has changed dramatically. For print, microfiche and other things you can hold in your hand, the U.S. Government Printing Office serves as a central collection and distribution point. Publications are classified, catalogued and delivered to libraries according to library selections.

Electronic delivery is changing all that. Online services and bulletin boards do not work this way. There is no central collection point. Not even a central location on the Internet for Federal information.

There is almost no cataloguing. The information may be out there, but librarians will have to surf the Net. It is like a huge, constantly expanding warehouse with books piled everywhere and no system for finding the one you want.

Americans Communicating Electronically, a volunteer group, recently compiled a list of Federal Government information available on the Internet and other electronic resources. ACE identified 148 Government gopher sites, 306 World Wide Web sites, 180 Federal Bulletin Boards and 350 CD-ROM products. The editor, Glynis Long, noted: "However, as soon as this sentence was set, to print, this book became out-dated and incomplete."

Each gopher, bulletin board and CD-ROM may contain thousands of documents. Our challenge is to bring order out of chaos. What can GPO do? We can develop, or assist in developing, systems and pointing tools to help librarians locate what they need. We can provide training ourselves, or organize and facilitate training sessions by agency experts. We feel this is our role, our responsibility. We are taking steps to do these things.

Here are some other challenges worth note:

- A user community with enormous disparities in terms of both skills and computer resources. A trade publication, Matrix News, estimated in December that only 7.8 million people in the world have access to computers sophisticated enough to use the "core Internet."
- The need to assure the accuracy and integrity of electronic information. One can only imagine the potential damage from errors in official legal, regulatory or medical documents.
- Important data can appear and disappear without notice. There are no rules on how long something should remain online.
- And perhaps the most important issue of all: the lack of policy decisions from Congress and Federal agencies supporting the traditional role of libraries as a source of information as we enter the electronic era. Professor Charles McClure of the School of Information Studies at Syracuse University addressed that issue in testimony

prepared for a House Committee conducting hearings on Internet access October 4, 1994.

McClure asserted that as official visions for promoting access to the Internet evolve, "... there has been an ongoing, and serious, erosion of support for libraries to accomplish the Government's existing policy goals in this area."

*Over the next few years, depositories should offer users on-site access to computers with graphical interface, CD-ROM capability, Internet connections, and the ability to print or download extensive documents.*

McClure urged a statement of national policy that libraries be among the first to obtain information, training and connections to the Internet. And that libraries be recognized as information centers where citizens who need help can get both Internet access and the professional assistance to use it.

So much for the challenges. What are the opportunities? How will access to electronic information through the Depository Program benefit your library?

There is a vast and uncharted reservoir of free Government electronic information available to you now. But this is only the beginning. It will grow rapidly. The forces driving change will see to that. Both political parties support the concept of "digital democracy." Agency budget cuts will reduce print publications and encourage electronic formats. The private sector now sees opportunities. Market forces will drive the building of a national information infrastructure.

It makes good sense for your library to ride the wave and make good use of free government information to serve your user community. Let me note here that the word "free" is often abused in current discourse. As media critic A. J. Liebling noted years ago in his book on The Press, there is no free lunch. Freedom of the press, Liebling said, belongs to those who own one.

This "free" Government information will belong to those libraries who own appropriate computers. And pay for Internet connections. And train their Government Document librarians in new technologies. These things, of course, are not free. But as library directors you can weigh the costs against the ultimate payback to your library and community.

Over the next few years, depositories should offer users on-site access to computers with graphical interface, CD-ROM capability, Internet connections, and the ability to print or download extensive documents. Such services are strongly recommended today, and public demand will undoubtedly make them a requirement before long. Our recent survey of depository electronic capabilities was very encouraging. Eighty to ninety percent of the respondents said they already have personal computers, CD-ROM capability and access to the Internet.

These investments will pay off. Just a few days ago I talked to a depository librarian who has developed knowledge and skills in accessing electronic information. "How does



your library benefit?" I asked. "The information is timely," the librarian said. "I can be much more flexible with it than with print. I can forward it, file it on a disk, print it. There is a real ease of searching. It is low cost. Students like it. When I offer either paper or computer the students more frequently choose the computer. We are not limited in time for its use. It can be used off-site anytime, even when the library is closed."

I am sure that all of these things are true. But the comment that stands out in my memory today was the one about library users. "When I offer either paper or computer the students more frequently choose the computer." Electronic information is a wave. We can ride it, or bet our future on a submarine, hoping it will pass.

I would like our meeting this morning to be part of a continuing dialogue. We want to know what your needs are and how we can help, now and in the future.

We want to keep you updated on our plans, and get your suggestions.



## **More on the Vision for the Depository Library and Cataloging and Indexing Programs**

**Remarks by J.D. Young  
Director, Library Programs Service  
before the American Library Association,  
Federal Documents Task Force  
February 4, 1995**

Good morning. We always appreciate the opportunity which GODORT gives us to bring you up to date on developments in the Federal Depository Library Program. First, I want to announce that the Depository Library Council meeting this fall will be in Memphis, Tennessee, October 16 -18. We wanted to be in that part of the country and Memphis had the best availability of hotel space and also the most hotels that were willing to offer the Government rate. Besides, I like Blues better than Country music anyway.

As you can imagine, things have been very interesting around Washington since the November elections. When you consider that not only did the membership of Congress change drastically, but the staff directors and virtually every member of every Committee staff on the Hill changed also, you realize the significance of those elections. This means, for instance, that every Federal agency is dealing with almost entirely new staff people on the appropriations committees. In our case, we understand that the principal staff person on the House Legislative Appropriations Subcommittee whom we dealt with in the past, did remain. But, he is certainly reporting to a new group of Members and we have very little idea as to what they think of the Federal Depository Library Program. As you know, we came out very well with our fiscal year '95 appropriation request and the depository and cataloging and



indexing programs are in very good shape for the rest of the fiscal year, which takes us through this coming September. However, what happens with our appropriation request for fiscal year '96 with the new Congress is going to tell the tale for our program and many others throughout the Government.

So, what I want to do today is share with you some of the thinking we are doing and the approach we plan to take at our appropriations hearing which is now scheduled for February 22nd. Sheila McGarr will follow me and update you on our present Library Programs Service operations.

At our hearing, we intend to emphasize that the network of Federal depository libraries is a Government information infrastructure for the nation and that we are well into a transition to include the use of electronic media. As we continue down this path of transition, there are six major challenges I see in the electronic information age facing the Superintendent of Documents and the depository program.

### **Key Transition Challenges**

1. The first challenge is that there will be a need to catalog and distribute both traditional and electronic formats of information products which serve the needs of diverse user groups. Unfortunately, enormous difficulties exist in terms of ability to access and utilize electronic information. To a large degree, these differences are computer literacy and hardware/connectivity oriented. So, there will have to be duplication which will impact our budget. Of course, library budgets will also be affected as you have to provide access in multiple formats.
2. A second challenge is that both political and financial trends dictate moving rapidly toward just-in-time, on-demand, delivery of Government information products to depository libraries. Such delivery, in either image or full text format, offers potential future economies for both libraries and GPO.
3. Third, the very nature of electronic information offers the capability to extend the delivery of Government information beyond the walls of depository libraries into schools, offices, and homes. Thus, we have an opportunity to provide more broad-based and equitable access than ever before.
4. The fourth challenge is that with the rapid proliferation of Government information published on bulletin boards, Internet servers, and CD-ROMs, there must be an increased emphasis on the content and usability of electronic information. There is a need for tools that will help bring order to the information. In this regard, GPO's Cataloging and Indexing Program provides a vehicle for identifying, cataloging, and tracking electronic information in order for it to be located and used.
5. Fifth, there is a need to reliably maintain certain electronic information for continuing public access should the originating agency no longer make it available.
6. And, sixth, there is a need for direct assistance to the public in identifying, locating and sorting through the exploding universe of Government information. Just as the

information is proactively made available to the public through distribution, there is a collateral need to make available to this same public the services of experts on Government information who can serve as intermediaries. These expert intermediaries, as I see it, are depository librarians who, as a part of the Federal Depository Library Program, serve an ever-more-demanding and sophisticated public with information in these new technologies. Without a greater emphasis on the continuing growth and development of intermediaries, the depository system cannot deliver equitable service to all users on the information super highway.

With these challenges laid out, I want to next address our tasks to meet them, and then the role of depository libraries.

### **Tasks of the Superintendent of Documents**

During this critical transition period, one of our major tasks is, of course, to continue to provide the traditional services to depositories. Sheila will be updating you in this area. I do want to say that much credit is due Jay Baumgardner, LPS Deputy Director, and to Robin Haun-Mohamed, Carl Redd, and Tad Downing and all of their people in the Library Programs Service. It is through their keeping our regular operations going smoothly that has allowed my time, Gil Baldwin's, some of Sheila's, some of Tad's, and others to be spent on planning for the future.

As I see it, our tasks for the future center in two areas:

- Provide the capabilities needed to deliver electronic information to depository libraries and thus the public; and
- Develop and provide the support services and tools depository libraries will need to more effectively perform an intermediary role of assisting the public.

### **Electronic Delivery**

In terms of electronic delivery, GPO has been providing Federal agencies with mastering and procurement support for CD-ROM products for several years. Over 800 CD-ROM products have been distributed to the depository libraries, totalling nearly 700,000 copies. New electronic delivery capabilities and support services for depository libraries are presently being developed as authorized under the GPO Access Act and consist of:

- the electronic directory of Federal electronic information (the Locator Service);
- a system of online access to the Congressional Record, the Federal Register and other appropriate publications (the Online Interactive Service); and
- an electronic storage facility for Federal electronic information.

Along with the Federal Bulletin Board, these are referred to as GPO Access. Over the past months, it has become clear that the GPO Access services will primarily support the Depository Program, therefore much of the funding for their development and operation will



come from the Superintendent of Documents Salaries and Expenses Appropriation. As with other depository library materials and services, the public will have access to these GPO electronic services without charge.

Online access to the Congressional Record, the Federal Register, and the evolving Congressional Bills database has been available to depository libraries since June 1994. Other databases have since been added and our task is to continue to acquire appropriate databases for the Online Interactive Service. Over 400 depository libraries are now connected with more coming online each day.

A prototype locator system has been developed and our task is to get it installed at GPO for further testing and implementation. This locator will be the primary finding aid for both traditional and electronic information products for the depository libraries. It will contain records about Government information products available from GPO sources and provide a central registry of information resources in other Federal agencies and act as gateway to many of those resources. Bibliographic records of traditional products, including CD-ROMS, are linked to the depository libraries that have actually received the publication. The locator will direct the user to the depository library in his/her area where the document can be found.

An initial application for the Storage Facility will be to serve as the host site for housing electronic information for on demand delivery to depositories in either full text or image formats. We intend to move as rapidly as possible toward this and are planning to gain resources through an interagency agreement to furnish document imaging application services, conduct analysis, provide technical support, and develop and test a prototype electronic on-demand delivery system. The analysis will address the key issue of the requirements at depository libraries to be able to support on-demand access. We hope to have a prototype operational in FY 1996.

### **Electronic Pathfinder Aids**

To assist in the depository intermediary role, we are looking to provide electronic pathfinder aids.

The Locator Service will be the basic point-of-entry tool for depository librarians to find published Government information resources.

However, a special effort is needed to identify and track information products that agencies publish and make available via the Internet. A major concern is that agencies will put up information online via the Internet and consider that their legal obligation has been met, never making it available to the Federal Depository Library Program. Not only could this information be little known and difficult to find, but agencies could end the Internet availability of their information at any time without providing for alternative access, thus denying that information to the public and depository libraries.

As Wayne Kelley said earlier this morning, we believe it is our role to provide depository libraries with the tools necessary to be experts in assisting the public in using Government information available via the Internet. In this regard, we are considering

establishing a service, which we have given a working title of "Pathfinder," through which we could promote public awareness and availability of this information, facilitate training for depository librarians in how to access and use it, and give librarians tracking tools and information about the content which will allow them to point the public to answers. Another objective would be to identify and acquire appropriate databases that agencies do not intend to maintain as accessible via the Internet for long term preservation and provide access through the GPO Storage Facility. We will be asking for input on this idea from our Council and also from GODORT.

### **What Depositories Can Do**

So, those are some of the tasks we see for ourselves. Now, what is the role of depository libraries?

As I said earlier, the Federal depository library network provides a Government information infrastructure for the nation. Depository libraries in each congressional district act as intermediaries, assisting the public in using Federal information in whatever format and wherever located. This role is even more important as information is published electronically and made available via the Internet. Assistance is needed not only in finding it, but also in advising users on the hardware and software required to access it for local use. This intermediary role will be critical to meeting the challenges I mentioned earlier. We must provide the tools, but each depository library is the interface with the public that pays our bills.

Depository libraries have a real challenge in providing access to new documents coming in traditional formats, servicing the existing collections of Government documents, and at the same time expanding their capability to handle electronic information.

In terms of depository electronic services, as with all depository information, the library must provide free public access to the selected databases and CD-ROM products.

Depositories can offer electronic access to online information to the public at differing levels of service. In brief, these may be characterized as:

- **On-site service** for users on workstations within the library.
- **Extended on-site service**, for users on networked workstations at an institution.
- **Gateway services, for off-site public users** with remote workstations, which are connected to the depository gateway via modem or Internet. In this context, off-site is defined as beyond the campus or institutional boundaries, not simply outside the library's walls. A gateway allows remote users not permanently linked to the library's server to have access.

Each of these service levels represents an increasingly complex commitment on the part of the depository library, but we are so convinced about the value of these services that we feel every depository should make it a goal to at least offer on-site use of GPO Access.



All depositories must prepare to offer users access to work stations with a choice of a text-based or graphical user interface, CD-ROM capability, Internet connections, and the ability to print or download extensive documents. We view Internet connections as essential for future depository services. Our recent survey of the electronic capabilities of the depository libraries was very encouraging, showing that 80% to 90% already have personal computers, CD-ROM capability and access to the Internet.

*We are taking this step of making electronic capability a depository requirement because we believe that it is imperative to properly serve the public.*

Although today it is not mandatory to provide such services through public access work stations, it is strongly recommended. You may expect this recommendation to become a requirement for depository status within the next three years. We are taking this step of making electronic capability a depository requirement because we believe that it is imperative to properly serve the public. The idea of requiring depositories to support the electronic information was discussed at length in the Fall 1993 meetings in Chicago, and echoed in our Fall 1994 Council meeting in Portland. We realize that this is a big step for some libraries, and that is why we are providing a three-year window for depositories to accomplish this transition.

In the "Recommended Minimum Technical Guidelines" for microcomputer hardware and software, we have recently upgraded the recommended platform based on the results of the "Electronic Capabilities Survey" of depositories conducted during July and August 1994. Considering the findings of that survey, and the types of electronic products which GPO and other agencies are offering, we are recommending high-end public use work stations for depository libraries. The revised "Minimum Technical Guidelines" were published in the January 15, 1995 issue of Administrative Notes.

Today these recommended guidelines are only advisory in nature. However, we expect that similar, but more advanced, technical specifications will become requirements for depository libraries by 1998.

### **Gateways to GPO Access**

A key role for depositories is to become "gateways" to GPO Access and other Federal electronic information.

Through our "Model Gateway Libraries" project, a participating depository library can extend no-fee, off-site public access to GPO's online services through the library's own computer resources or an arrangement with a state or local public network. We now have five gateway sites available to the public: at COIN in Columbia, Missouri; Seattle Public Library; Georgia Southern University; Alaska's SLED network; and Penn State University. At least three more are in the final development stages, and public announcements are expected soon. Since September, there have been 14,150 log-ins with COIN, 7,543 with

Seattle Public, 1,429 with Georgia Southern (which came up in December) and 705 with Penn State and 79 with SLED, neither of which have been announced yet.

We have just completed a new pamphlet, "GPO Access: Information for Depository Libraries," which explains the various service level options available to depository libraries. These range from on-site use at a single workstation to off-site use by the public through a depository gateway. Some of the information in the pamphlet has been published before, either in Administrative Notes or on GOVDOC-L, but this updated consolidation puts it all together. A copy was shipped to every depository on shipping list 95-0021-P, dated January 20, 1995. We also have copies available at this meeting and at the GPO exhibit booth. Or, if you prefer, you can download it from GOVDOC-L, or we can send it to you by e-mail, but be advised--it's over 50K of ASCII text.

So far, over 70 depositories have approached GPO expressing interest in becoming "Model Gateway Libraries" to offer the use of GPO Access to remote public users. If every one of these libraries is able to develop a gateway, we would cover 44 states, Washington, DC, and the Virgin Islands.

Our goal is to have at least one gateway in each state as soon as possible. So we're still looking for additional libraries willing to become gateways, especially in:

Hawaii, Nebraska, Oklahoma, West Virginia, Wisconsin, and Wyoming.

We would also be glad to work with additional libraries in the other states, as some of our early prospects have not yet panned out. If you are interested, please contact Gil Baldwin at 202-512-1002. As we are aware, and I'm sure Patrick Grace will tell you, S-WAIS is very cumbersome, and it is presently the only system practical for use through a gateway. However, it can be used by the low end user, who is one of our key targets. We are working on this, and we intend to go from a Model-T to a Cadillac with our Phase II software.

## Conclusion

So, the things I have discussed represent our view of the future, and this is the approach we intend to take with our appropriation request.

Electronic information dissemination represents an opportunity for depository libraries to expand the quantity and quality of Federal information available to the public, but it is also a challenge to use and to most libraries. I urge you to assess the electronic information delivery capabilities of your library, and to take an active role in ensuring that your library has the requisite resources to take its place in the Federal Depository Library network of the future. This means compliance with the technical requirements by 1998, and an ongoing commitment to invest in staff development, hardware, and software as new information technologies emerge.





# **Library Programs Service Operations Update**

**Remarks by  
Sheila M. McGarr  
Chief, Depository Services**

**American Library Association  
Philadelphia, PA  
February 4, 1995**

Good morning. I would like to bring you up-to-date on operational activities of the Library Programs Service (LPS) since the fiscal year 1994 LPS annual report was issued in the November 15, 1994 issue of Administrative Notes.

As my former area of responsibility was the Depository Administration Branch, I will address that area first.

## **Depository Administration Branch**

Survey 94-001 was recently completed with over 800 depository libraries responding by the January 27 due date. While some libraries had technical difficulties communicating with the Telefax because of incompatible fax machines and our system crashed a couple of times, the response rate was good overall.

We caused some confusion among regional librarians because the survey cover sheet did not clearly indicate that regionals should respond when historically they did not do so as regionals automatically received "everything." In the future, DAB wants all regional libraries to respond to item selection surveys as all items are not automatically shipped to regionals, the exception being the Digital Orthophotoquadrangle (DOQ) CD-ROMs. Additionally, the Depository Library Council recommended that regionals be allowed to deselect one version of a multiple format title, e.g., hearings in paper and microfiche and other titles in paper or microfiche and electronic. This Council recommendation has not yet been implemented, but DAB will announce the procedures for regionals in the near future.

A number of complaints about microfiche distributed or not distributed by the contractors have been received. Thank you for notifying DAB directly rather than just relying on our monitoring of the GOVDOC-L listserv. These specific complaints have been supplied to GPO's Contract Compliance Section in an effort to work out shipment and claims fulfillment problems with the contractors. Please continue to notify DAB of ongoing problems by contacting Stevie Gray of the Micrographics Section by telephone on (202) 512-1060 or Robin Haun-Mohamed, Chief of DAB on (202) 512-1071. The e-mail address to use is Stevie Gray's at <lpsmail@access.digex.net> not Robin's.

New microfiche titles distributed to depository libraries will be noted as such on the microfiche shipping lists. DAB will also notify the documents community via the "Update to the List of Classes" column in the Administrative Notes Technical Supplement. There may

be a few publications in the microfiche shipment preparation process where the new titles have not yet been identified, but please bear with us.

Recently, a discussion on GOVDOC-L focused on the issue of retention requirements for new titles distributed to the libraries under existing item numbers. I, and others, have stood before the Depository Library Council and GODORT to explain the complicated acquisition process. The window of opportunity to obtain new publications in any format for distribution through the Federal Depository Library Program is very small. DAB is given little or more often no advance notice about new publications. To top it off, the survey procedure has had equipment and other related problems for several years.

There is constant tension in LPS between the goals of operating most efficiently and being as inclusive as possible. We want to resolve this on the side of being inclusive. LPS acquires and ships the material, then lets librarians make an informed choice about whether the depository library will continue to receive it.

The procedure to acquire new publications and distribute them under existing item numbers has been a long-standing practice developed to reduce the number of fugitive documents by acquiring materials at the time of the original procurement instead of surveying and then reprinting the document. DAB staff try to match these new publications to existing items with similar subject matter because historically many libraries select the new material under a new item number if they are already selecting the original item number. This is not the optimal solution, but it is the most workable solution to ensure Government information is accessible to the general public quickly through the depository libraries.

To meet the needs of depository librarians with space and collection development concerns, DAB staff continue to work on refining the item number selection procedures described in "Recommendations for Improving the Item Selection Process" in Administrative Notes, v. 15, #6, dated May 15, 1994, pp. 10-17. Whenever new titles are added to existing item numbers, DAB adds notes to the shipping lists and prepares entries for the "Update to the List of Classes" column in the Administrative Notes Technical Supplement. Our standard notice also includes a reminder for libraries to deselect the item number if they do not wish to continue receiving the material. The first piece must be retained for the statutory minimum of five years from receipt unless superseded.

LPS realizes a library's expenditure to provide access to Government information can be quite high, especially in terms of space, staff, and finding aids. LPS does not seek to place the burden of additional processing on library staff already stretched thin, but rather to insure that Federal information is available in the depository collections to meet the government information needs for the general public.

### **Cataloging Branch**

The Cataloging Branch staff is implementing its proposal to substitute entry of NASA Thesaurus terms from NASA RECON records for equivalent Monthly Catalog (MOCAT) records. This initiative was endorsed by the GODORT Cataloging Committee at the Annual ALA Meeting in Miami. During the fall 1994 meeting of the Depository Library Council in Portland, OR, Council recommended that we implement our proposal.



*We believe that publication of a CD-ROM edition of the Monthly Catalog, containing the same complete bibliographic data as the OCLC records, would make a shortened paper edition of the MOCAT an acceptable product.*

NASA Thesaurus terms are not assigned by our catalogers, but are entered by them into OCLC as they appear on NASA RECON data sheets for equivalent MOCAT records. We no longer assign Library of Congress Subject Headings (LCSH) to NASA microfiche. The Cataloging Branch will continue to produce MARC records for these materials in accordance with AACR2 cataloging rules, but will enter NASA Thesaurus terms into

the 650 field rather than apply Library of Congress Subject Headings to these materials.

Depending upon other work requirements, we also expect to increase production of NASA records by allowing more catalogers to catalog NASA materials. In the past, NASA cataloging was limited to those with enough scientific and technical background to assign LCSH to these materials. This meant that only two or three catalogers were involved with this effort, and more than 70% of our 7,000 piece backlog is NASA microfiche. With our new policy, scientific and technical backgrounds are not required to input NASA terms. These terms have already been assigned by NASA indexers with technical expertise.

Depending upon workload, we expect to expand the number of people who catalog NASA microfiche from two or three catalogers to as many as twelve. Those who will catalog NASA microfiche in accordance with the new policy, new procedures, and NASA related performance plans, are being trained now. Our experience indicates that hourly production for NASA cataloging records has increased from approximately 2 records per hour with the old procedures to approximately 3 records or more per hour for most catalogers who are using the new procedures.

We also expect that users who access MOCAT records of NASA microfiche via NASA Thesaurus terms will have access to more terms, and far more precise terms, than were available when we applied Library of Congress Subject Headings to these materials.

In accordance with a recommendation from the Depository Library Council, we published Steve Uthoff's paper, "Proposals Unveiled to Reduce Size of the Monthly Catalog," in the December 15, 1994 issue of Administrative Notes (v. 15. # 16). We hope that publication of these proposals will prompt discussions leading to consensus on ways to reduce costs associated with publishing the paper edition of MOCAT.

We believe that publication of a CD-ROM edition of the Monthly Catalog, containing the same complete bibliographic data as the OCLC records, would make a shortened paper edition of the MOCAT an acceptable product. A paper edition with reduced indices and data would allow significant cost savings.

A modified paper edition would represent modified output only, and would not reflect a move away from use of the Anglo-American Cataloging Rules. The Cataloging Branch will continue to rely on AACR2, Library of Congress Rule Interpretations, the GPO Cataloging Guidelines, etc., for our cataloging.

At its fall 1994 meeting, the Depository Library Council recommended that we proceed with plans to produce a CD-ROM edition of the Monthly Catalog. GPO's Graphic Systems Development Division (GSDD) is currently working with us to produce a prototype CD-ROM product. Personnel of GSDD are experienced in producing a variety of CD-ROM products for various applications. Our goal is to create a product that will reduce costs of publishing the Monthly Catalog and improve access to our bibliographic records.

For approximately four months, we have received daily loads of records produced the previous day in the OCLC database. These records are transmitted from OCLC into the prototype GPO Locator via FTP. These daily records, along with two cumulations loaded earlier in 1994, comprise the prototype MOCAT locator file. We are working with technical personnel to prepare procedures that will create discrete monthly sets of edited data and maintain new daily unedited data that accumulate for thirty days before being replaced by edited data. When operational, users should have access to edited data that reflects records within MOCAT tapes and daily unedited data produced in OCLC before final MOCAT editing has occurred.

### **Depository Distribution Division**

The Depository Distribution Division is responsible for the receipt, shipment preparation, and physical distribution of publications in all formats which LPS ships to the nearly 1,400 depository libraries. As we continue our efforts to provide quality delivery service at less cost, the free market is working to our advantage as United Parcel Service and Roadway Package System compete to offer the lowest rates to ship packages. We now use Federal Express to ship to Hawaii, Alaska, and the U.S. territories.

There continues to be significant reductions in the number of publications available for distribution to depositories, particularly in paper format, as more executive agency material is produced in electronic format. You will, however, receive a temporary increase in paper distribution during January and February 1995 as Congressional publications from the 103rd Congress are finally being printed and distributed.

During the first quarter of fiscal year 1995, 3,444 paper titles were shipped, down 11.9% from the same period in fiscal year 1994; 8,745 microfiche titles were distributed, up 1%; and 84 electronic products were mailed, up 10.5% from 1994. From October through December 1994, microfiche was 71% of LPS total distribution.

### **Depository Services**

While other units of LPS are primarily oriented toward the processing and distribution of publications, the focus of Depository Services is on the functioning of the individual libraries and their relation with each other and GPO.

As announced a few minutes ago, a variation of the "Recommended Minimum Technical Guidelines" for computer work stations will become a requirement for depositories by 1998. You may be wondering how this change will affect a compliance review by the depository library inspectors. A lack of suitable computer equipment will be evaluated in the same manner as a lack of map or microfiche cabinets, insufficient shelving or microfiche readers,



water damage, etc. The depository operation will be rated as being in non-compliance with the Physical Facilities portion of the audit. A library will not be placed on probationary status only because of this deficiency. Three categories out of seven must be deficient to warrant probation.

The 8th Annual Interagency Depository Seminar, targeted to new documents librarians, is scheduled for May 3-10 in Washington, DC. There are still openings for "boot camp" even though the announced closing date was January 31. One of the reasons for the lower than usual enrollment is that librarians are choosing to attend the Federal Depository Conference instead. For those who may be interested in attending this week-long program, please contact John Tate at (202) 512-1109 no later than March 15.

The 4th Annual Federal Depository Library Conference will be held from April 10-14 at the Rosslyn Westpark Hotel. The Depository Library Council will meet concurrently from April 10-12. The preliminary agenda for the conference was first announced in the December 15, 1994 issue of Administrative Notes and on GOVDOC-L. A revised agenda will appear in the February 15 issue of Administrative Notes and on GOVDOC-L. Based on the evaluations from the 1994 conference, the emphasis this year is more on Federal agency electronic initiatives with fewer presentations from documents librarians. Proceedings from this conference will be issued in mid-1995.

While an extract from the Electronic Capabilities Survey, conducted during July and August 1994, was printed in the November 25, 1994 issue of Administrative Notes, the full report with detailed data will be printed shortly and distributed to all depository libraries.

After a lengthy and exhaustive search, I selected two librarians for the position of depository library inspector. Ms. Carole Callard, from the Library of Michigan in Lansing, will be joining GPO by the end of February. Gail Snider, from the Jacoboni Public Library in Lakewood, CA will join us by the end of March. Both will be introduced at the Federal Depository Conference.

At the recommendation of the Depository Library Council, the draft self-study, to be used in advance of an inspection, was printed in the November 25, 1994 issue of Administrative Notes. We accepted comments through December 31. A number of librarians whose documents operations were inspected in December and January voluntarily completed the self-study and found the process good preparation for the on-site inspection. Based on the many constructive suggestions we received, we will issue a second draft for comment later this spring.

We recently discovered that GPO has not been included in the Bowker Annual chapter on Federal Agency Reports for some time if ever. We have submitted a 3500 word article which we hope will appear in the 1995 edition of the Bowker Annual.



# **1995 Depository Library Council & Federal Depository Conference: Revised Preliminary Agenda**

**April 10 - 14, 1995  
Rosslyn Westpark Hotel  
1900 North Fort Myer Drive  
Arlington, Virginia**

## **Sunday, April 9**

Evening

Informal pre-dinner get-together in hotel lobby (6:00 p.m.)

## **Monday, April 10**

Morning

- 8:00 Registration
- 8:30 Welcome & Introductions
  - Jack Sulzer, Council Chair
- 8:45 Welcoming Remarks
  - Michael F. DiMario, Public Printer
  - Wayne P. Kelley, Superintendent of Documents
- 9:15 Depository Library Council: [agenda to be announced]
- 10:00 Break
- 10:15 Depository Library Council: GPO Update
  - J.D. Young, Director, Library Programs Service
  - Judith Russell, Director, Office of Electronic Information Dissemination Services
- 11:00 Depository Library Council: Open Forum
- 12:00 Working Lunch
  - In order to foster networking, librarians are requested to lunch with other librarians from similar types of institutions.



**Monday, April 10 (cont'd)**

## Afternoon

2:00 -

5:00 Depository Library Council: [agenda to be announced]

5:00 Adjourn

## Evening

6:00 -

8:00 3rd Annual Spring Program on the Electronic Freedom of Information Act (FOIA)  
 Co-sponsored by the District of Columbia Library Association and the  
 Government Documents Round Table of ALA [see announcement on page 27]

**Tuesday, April 11**

8:30 and 10:30 a.m. - Regional Economic Information System CD-ROM Training Sessions  
 [see announcement on page 28]

9 a.m., 11 a.m., and 2 p.m. - LPS Tours

Location:

U.S. Government Printing Office  
 732 North Capitol St., NW  
 Washington, DC 20401

9:00 -

5:00 "TechWorld" - Exhibits and demos from various agencies, including Census, GPO,  
 GAO, BLS, vendors, etc., will be set up in rooms allocated to the Conference.

## Morning

8:30 Depository Library Council: [agenda to be announced]

10:30 The Best Federal Internet Sites and Bulletin Boards

- Bruce Maxwell, author

11:15 Americans Communicating Electronically

- Thomas Tate, Department of Agriculture

12:00 Working Lunch

In order to foster networking, librarians are requested to lunch with other  
 librarians with the same astrological sign.

## **Tuesday, April 11 (cont'd)**

Afternoon

2:00 -

4:00      Option 1: Depository Library Council

Ad hoc Committee on Regional Library Restructuring [Discussion by regional librarians]

- Gary Cornwell, University of Florida

2:00 -

4:00      Option 2: "New" Documents Librarians Meeting

Informal session to answer questions from mundane to complex about depository issues. Panel to include veteran documents librarians from academic, law, public, and state libraries. Also a Regional Librarian, a map librarian, a GPO representative, and a "tech guru" librarian.

2:00 -

4:00      Option 3: Maps in Transition: From Paper to Microfiche and Digital Formats

- Vivienne Roumani-Denn, Head, Earth Sciences and Map Library, University of California, Berkeley
- Hedy J. Rossmeissl, Assistant Division Chief, Information Services, National Mapping Division, U.S. Geological Survey
- Barbara S. Poore, Federal Geographic Data Committee Secretariat, U.S. Geological Survey

4:00

Option 1: Documents Preservation: The 1909 Checklist and Beyond

- Laura Saur, Assistant Department Head, Newark Public Library, NJ

Option 2: [to be announced]

5:00

Adjourn

Evening

8:00

Regional Library Restructuring - continued if necessary



**Wednesday, April 12****Morning**

- 8:30 Depository Library Council: [agenda to be announced]
- 10:30 Council Adjourns
- 10:30 Break
- 11:00 Bureau of the Census Update
- Lars Johanson, Chief, Statistical Abstract Section, Statistical Compendia Staff, Data User Services Division
- NTDB, NESE, EBB, etc., Update
- Kenneth Rogers, Office of Business Analysis
- 12:00 Working Lunch
- In order to foster networking, librarians are requested to lunch with other librarians from the same geographic region.

**Afternoon**

- 2:00 -
- 3:00 Many Ways to S-WAIS and WAIS: The New Mexico Experience
- Clark McLean, University of New Mexico
- 3:00 -
- 4:00 Internet Initiatives: The University of Illinois at Chicago Experience
- John Shuler, University of Illinois at Chicago
- 4:00 -
- 5:00 Mining the Electronic Documents for Local Collections
- Raleigh Muns, University of Missouri at St. Louis
- 5:00 Adjourn

**Evening**

- 6:30 GODORT, AALL, etc. Cooperative Project
- Mary Redmond, Chair, ALA/GODORT

## **Thursday, April 13**

Morning

### Federal Agency Updates on Products, Services, and New Electronic Initiatives

- 8:30      Option 1: National Agricultural Library
- Gary McCone, Head, Database Administration Branch
- Option 2: Bureau of Labor Statistics
- [speaker to be announced]
- Option 3: National Library of Education
- Keith Stubbs, Acting Director, Resource Sharing and Cooperation Division
- Option 4: General Accounting Office
- Phyllis Christenson, Director, Information Services Center
- 9:30      Option 1: National Agricultural Library
- Gary McCone, Head, Database Administration Branch
- Option 2: Bureau of Labor Statistics
- [speaker to be announced]
- Option 3: National Library of Education
- Keith Stubbs, Acting Director, Resource Sharing and Cooperation Division
- Option 4: General Accounting Office
- Phyllis Christenson, Director, Information Services Center
- 10:30      Break
- 11:00      Option 1: Bureau of Land Management
- Linda Brooks, General Land Office Records Automation Project Manager
- Option 2: The National Digital Library
- Herbert S. Becker, Director, Information Technology Services, Library of Congress
- Option 3: Environmental Protection Agency
- Rachel Van Wingen, Office of Information Resources
- Option 4: National Center for Health Statistics
- June Gable, Chief, Information Services Section, Data Dissemination Branch
- 12:00      Working Lunch
- In order to foster networking, librarians are requested to lunch with other librarians from the same library school.



**Thursday, April 13 (cont'd)**

## Afternoon

- 2:00      Option 1: Bureau of Land Management
- Linda Brooks, General Land Office Records Automation Project Manager
- Option 2: The National Digital Library
- Herbert S. Becker, Director, Information Technology Services, Library of Congress
- Option 3: Environmental Protection Agency
- Rachel Van Wingen, Office of Information Resources
- Option 4: National Center for Health Statistics
- June Gable, Chief, Information Services Section, Data Dissemination Branch
- 3:00      Option 1: U.S. Postal Service Kiosk Program
- Susan Smoter, Technology Integration Marketing
- Option 2: State Department
- Peter Knecht, Office of Public Communications
- Option 3: U.S. Department of the Treasury
- Keith Lee, Printing and Graphics Division
  - Dan Solari, Internal Revenue Service
  - Serena Erickson, Telecommunications
- Option 4: [to be announced]
- 4:00      Option 1: U.S. Postal Service Kiosk Program
- Susan Smoter, Technology Integration Marketing
- Option 2: State Department
- Peter Knecht, Office of Public Communications
- Option 3: U.S. Department of the Treasury
- Keith Lee, Printing and Graphics Division
  - Dan Solari, Internal Revenue Service
  - Serena Erickson, Telecommunications
- Option 4: [to be announced]
- 5:00      Adjourn

## **Friday, April 14**

Morning

- 8:30      Open Forum
- LPS and EIDS staff
- 9:30      United States Code on CD-ROM
- Elliot Chabot, House Information Systems, U.S. House of Representatives
- 10:00     Break
- 10:15     [to be announced]
- 11:00     Federal Information Policy
- Jonathan P. Gill, Special Projects, Office of Media Affairs, Executive Office of the President
- 12:00     Adjourn
-



Co-sponsored by the District of Columbia Library Association and  
the Government Documents Round Table of ALA

## **The DCLA Government Documents Interest Group**

Presents Its Third Annual Spring Program on

# **The Electronic Freedom of Information Act (FOIA)**

**Monday Evening, April 10, 1995 from 6:00 to 8:00 p.m.**

Moderator  
Trellis Wright, DCLA President

- Panel:
- Anna Nelson, Adjunct Professor of History, The American University
  - Bruce McConnell, Chief, Information Policy Branch, Office of Information and Regulatory Affairs, Office of Management and Budget, and Chair, Government Information Working Group, Information Infrastructure Task Force
  - Beryl A. Howell, Minority Counsel, Subcommittee on Technology and the Law, Senate Committee on the Judiciary
  - J. Russell George, Staff Director and Counsel, Subcommittee on Government Management, Information and Technology, House Committee on Government Reform and Oversight
  - Tom Blanton, Executive Director, National Security Archive
  - Sheryl Water, General Counsel, Assassination Records Review Board

Location: Rosslyn Westpark Hotel  
1900 N. Fort Myer Drive  
Arlington, Virginia  
(Convenient to the Rosslyn Metro station on the Orange or Blue line)

For further information or to register for the Electronic FOIA program, please contact:

Mary Alice Baish  
AALL, Assistant Washington Affairs Representative  
Georgetown University Law Library  
111 G St., NW  
Washington, DC 20001  
202-662-9200  
baish@law.georgetown.edu

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# Regional Economic Information System CD-ROM Training Sessions



**REIS CD-ROM** training sessions will be held for Depository Librarians attending the April 1995 Federal Depository Conference. Each session is an introductory, *hands-on* training course on how to use the Regional Economic Information System **CD-ROM**. Topics covered include using BOTH the main **REIS** software and supplementary software to produce tables and extract data from the **REIS CD-ROM**.

Date: April 11 1994  
Sponsor: Bureau of Economic Analysis (U.S. Dept. of Commerce)  
Location: Bureau of Economic Analysis  
1441 L Street, NW  
Washington, DC  
Times: 8:30 a.m. - 10:00 a.m. **OR** 10:30 a.m. - 12:00 p.m.

The **REIS CD-ROM** contains annual estimates of personal income and employment for 3109 counties and 327 metropolitan areas for 1969-92.

Seating is limited to 15 per class. **Please register in advance** in one of 3 ways:

1. Call (202) 606-5360 to reserve your seat.
2. Fax (202) 606-5322 to reserve your seat.
3. Send your reservation via E-Mail to:

**JNewman@DOC.GOV OR CSwenson@DOC.GOV**

Directions: From the Rosslyn Westpark hotel, take the Metro Blue or Orange line to the McPherson Square metro station. Exit the McPherson Square Station towards the rear of the train (Vermont Avenue/White House). Walk north along Vermont Avenue one block, until you reach K Street. Vermont Avenue now becomes 15th Street, at K Street. Walk north along 15th Street one more block until you reach L Street. Head east (right) on L Street 1/2 block to reach the Bureau of Economic Analysis. The BEA is on the north side of L Street (1441 L Street, NW).

U.S. Department of Commerce / Economic and Statistics Administration / Bureau of Economic Analysis



# Registration Form

## Mail or Fax by March 17, 1995

**Yes!** Please register me for the **1995 Federal Depository Conference**, to be held at the Rosslyn Westpark Hotel, Arlington, VA, on April 10 - 14, 1995.

PLEASE TYPE:

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Internet Address: \_\_\_\_\_

Library Type: \_\_\_\_\_

Library Size: ☐ Small (0--150,000 vols.)  
☐ Medium (150,000--600,000 vols.)  
☐ Large (600,000+ vols.)

### Interest Survey

To assist staff in making room arrangements for the Conference, please mark the boxes next to the sessions you plan to attend.

#### Tuesday, April 11

2:00 p.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

#### Thursday, April 13

8:30 a.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3 ☐ Option 4

9:30 a.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3 ☐ Option 4

11:00 a.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3 ☐ Option 4

2:00 p.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3 ☐ Option 4

3:00 p.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

4:00 p.m.:

☐ Option 1 ☐ Option 2 ☐ Option 3

#### Mail, fax, or e-mail to:

Chief, Depository Services  
 Library Programs Service (SLLD)  
 U.S. Government Printing Office  
 Washington, DC 20401  
 Fax: 202-512-1432  
 e-mail: [inspect@access.digex.net](mailto:inspect@access.digex.net)

## **Recommendations to the Public Printer of the U.S.**

### **Depository Library Council**

**Clackamas, Oregon**

**24-26 October 1994**

#### **Monthly Catalog**

Council recommends that GPO proceed to develop a CD-ROM version of the Monthly Catalog, which will eventually replace the microfiche edition of the Monthly Catalog.

Council has received the report "Data Elements To Be Included in Future Issues of the Printed Monthly Catalog." Council requests that this document be promptly disseminated for comment to depository libraries and appropriate library associations. Further, Council recommends that subscribers of the Monthly Catalog through the GPO Sales Program be sent letters indicating that a format change is forthcoming and offer them an opportunity to provide input on the changes. Although Council's Monthly Catalog Working Group has already received comments on MoCat format and data element issues, it has not yet had an opportunity to review the new document. Council requests that comments received on this document be forwarded to members of the Monthly Catalog Working Group, which will respond prior to or at the Spring Depository Library Council meeting.

#### **GPO Access Database Enhancements**

Although Council recognizes the advantage of immediately inserting page numbers in the electronic version of the Federal Register, the confusion to users which is likely to ensue would outweigh the advantages. Therefore Council recommends delaying the insertion of page numbers in the Federal Register until January 1995.

Council recommends that a mechanism be developed to indicate additions and deletions in the Congressional bills database of GPO Access. This mechanism should allow the added/deleted language to be conveniently searched.

#### **NASA Thesaurus Terms**

Council recommends that GPO move forward with its "Proposal to Use NASA Thesaurus Terms from the Online NASA/RECON Records on GPO Monthly Catalog Records."



## Item Selection Surveys

Council welcomes the return to the use of formal item surveys for new item selections and the resumption of distribution of item number cards. Council trusts that the implementation of the teleform fax system for item surveys will reduce the time required for item surveys. Council urges that the interim practice of adding new titles to existing item numbers be used only when absolutely necessary for time sensitive and/or unanticipated items.

## Serial Set

Council recommends that the "Report of the Serial Set Study Group" be distributed as widely as possible, but at least to those libraries that select the Serial Set in either paper or microfiche format. Council further recommends that the report be posted on the Federal Bulletin Board with as many appendices as is practical.

Although Council awaits depository comments on this report, Council recommends that several of the near term action items be implemented as soon as possible so that immediate cost savings may be realized. The near term action items we recommend for adoption are consistent with previous Council recommendations:

- Shift from manual binding to machine (book flow) binding for the bound Serial Set;
- Investigation of commercial procurement of Serial Set binding services;
- Undertake an operations analysis of the Serial Set collaring process in GPO Binding Division.

Regardless of final decision with regard to suitable formats for depository distribution, it seems appropriate to begin the process of developing electronic versions of the Serial Set. Council concurs with near term action item E which urges Congressional publishers to provide digital copy for every Report and Document they submit to GPO for printing, starting with the 104th Congress. It is already planned that GPO will provide access to House and Senate Reports and is working toward adding documents under the GPO Access Service.

Further, Council recommends that GPO develop a prototype Serial Set CD-ROM. Council urges GPO/JCP to request input from the depository library community on the selection and development of software for the Serial Set CD-ROM.

## Self-Study in the Inspection Process

Council recommends that GPO's proposal to use a self-study questionnaire in the inspection process be implemented. The draft self-study questionnaire should be published in Administrative Notes and comments on the form should be solicited.

## **Training**

Council commends GPO for taking opportunities to provide training on GPO Access to groups of librarians and other users, both in Washington, DC and in the field. Council urges the GPO staff to continue these initiatives and to explore other opportunities to assist librarians to gain proficiency in the use of GPO's electronic products.

## **Documentation and Support for Electronic Products**

In order to ensure that government information produced by GPO in electronic formats is accessible to users, Council recommends that GPO provide appropriate support and documentation for its products. The documentation should fully describe the product or service and include contents and instructions for finding, downloading, or printing the information. Depository librarians should be informed of technical and software updates. Examples of support for electronic products could include tutorials, help screens, quick reference guides, and help desks. Furthermore, GPO should encourage other issuing agencies to provide a high level of user support for their electronic products disseminated through the Federal Depository Library Program.

## **Communication with Administrators**

Council urges that GPO communicate its vision of the capabilities of and technological requirements for providing government information in electronic formats to key groups of library and institution administrators (e.g., COSLA, ARL directors, information systems managers, etc.) as well as individual administrators who determine operating budgets or allocation of grant funds, or are responsible for requesting library or agency budgets.

## **Gateway Services**

Council commends the GPO for its timely support of gateways to GPO Access and for cooperating with existing state and local agencies or networks to develop the gateways. Council also encourages the development of additional gateways to meet the needs of the user community. Council further commends the GPO for increasing from one to ten the number of free subscriptions to GPO Access allowed each depository library.

## **Council Membership**

Council commends the Public Printer for appointing new Council members prior to the Spring meeting which facilitated orientation for new members.

Council recommends that future appointments continue to reflect the diversity of libraries in the Federal Depository Library Program, government information providers, and interested constituents which will enable Council to be informed of a variety of issues and opinions affecting Federal information.



## Fall 1995 Meeting Site

Council weighed the following criteria in recommending a site for the Fall 1995 meeting:

- state that has never before hosted a Council meeting;
- area with a concentration of depository libraries;
- ease of transportation arrangements to the site;
- as a potential site for a hearing on the FDLP:
  - Council member be local to assist in logistics;
  - opportunity to invite key Members of Congress.

Based on these criteria, Council recommends that the Fall 1995 meeting be held in one of the following areas (local contact people in parenthesis):

Anchorage, AK	(Wilda Marston)
Lexington or Louisville, KY	(Cindy Etkin)
Nashville, TN	(Cindy Etkin)
Raleigh-Durham, NC	(Bobby Wynn)

(Additionally, the KY and TN sites would permit Council to invite staff from the Owensboro Storage Facility and/or the developers of the locator to participate in the meeting.)

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## Action Items for Council

1. Council shall establish a working group to revise the "Guidelines for the Depository Library System," last revised in 1987, and the "Minimum Standards for the Depository Library System," last revised in 1976. One of the goals of this project is to incorporate standards for the servicing of government information in electronic formats. The working group shall provide a progress report at the Spring meeting of Council.
2. Council recommends that the records of the Depository Library Council compiled by John Phillips be preserved and made available in electronic format, such as via the GPO Bulletin Board or the NARA Gopher, and that the Secretary of each Council maintain this file.
3. Council charges the Information Exchange Committee to coordinate a public hearing in conjunction with the Spring Council Meeting to present depository library user testimonials.
4. Council shall establish a working group to assist in the revision of Superintendent of Documents Policy Statement #13 (SOD 13), "Format of Publications Distributed to

Depository Libraries Policy," for incorporating the distribution of electronic products and services.

5. Council shall establish a working group to evaluate the NTIS Preview Project. This working group is also charged with reviewing the NTIS interagency agreement proposal.
6. Council shall establish a working group on Preservation & Archiving to assist in developing standards and procedures for preservation of data placed on the GPO Bulletin Board and stored at the Owensboro electronic storage facility (IDEA) as well as other preservation and archival issues.

## Committee Structure

### Committee Membership and Charges - January 1995

#### GPO Operations Committee (GPO-OC):

Cindy Etkin, Dave Hoffman

#### (GPO-OC) Monthly Catalog Working Group:

Dave Hoffman (chair), Cindy Etkin, Bobby Wynn, Tad Downing (GPO Liaison). Plus two members from outside DLC/GPO membership: Deena Hutto (Penn State University), Jill Moriearty (University of Utah).

#### Charge:

- Review recommendations of GPO on changes to MoCat content and format (i.e. Downing report);
- Solicit comments from DLP librarians, library users when possible, and selected GPO sales customers regarding uses of MoCat and catalog information needs (what needs are met by paper, fiche, CD?);
- Evaluate option of GPO publishing a CD-ROM version, including appropriate software and its availability, product format standards and standards required to meet use needs;
- Prepare report for Spring DLC meeting.

#### (GPO-OC) Revision of SOD #13 Working Group:

Steve Hayes (chair), Maggie Parhamovich, Susan Dow, Robin Haun-Mohamed (GPO Liaison). Plus one member from an ACCESS Gateway depository: Debora Cheney (Penn State University).

#### Charge:

Update Superintendent of Documents Policy Statement #13 to:



- Incorporate electronic products and services;
- Provide guidelines for making appropriate decisions on transferring information into electronic formats in lieu of hard copy;
- Provide criteria for determining distribution of electronic formats in lieu of hard copy to Depository Libraries;
- Prepare report for Spring DLC meeting.

(GPO-OC) Revision of Depository Guidelines Working Group:

Jan Fryer (chair), Susan Dow, Bobby Wynn, Sheila McGarr (GPO Liaison). Plus three off-Council members from a regional depository library, a gateway library, and a state library respectively: Ridley Kessler (University of North Carolina), regional; Patrick Grace (Seattle Public Library), gateway; Ann Bregent (Washington State Library).

Charge:

Update "Guidelines for the Depository Library System: With Minimum Standards for The Depository Library System and Basic Collection," Appendix C, Federal Depository Library Manual, 1993.

- Revise to include electronic products and services;
- Develop guidelines that provide a vision for improving DL services and standards that reflect the dynamics of the changing information infrastructure;
- Report on progress at Spring meeting with final report set for Fall '95 if possible.

Information Exchange Committee:

Dan O'Mahony (chair), Judith Rowe, Linda Kennedy, Jack Sulzer, Phyllis Christianson, Dan Clemmer, Jay Young (GPO Liaison).

Testimonial Work Group: Cindy Etkin, Judith Rowe, Dan O'Mahony.

Title 44 Information: Linda Kennedy

Hearings: Judith Rowe

EBB/IDEA/Preservation and Archiving Issues Committee:

Dan Clemmer (chair), Phyllis Christianson, Wilda Marstin, Judy Russell (GPO Liaison). Plus two off Council members: John Shuler (University of Illinois @ Chicago); Andrea Severson (UC Berkeley).

Charge:

- Assist GPO with developing standards and procedures for preservation and archiving electronic data on the GPO/EBB and information stored at the Owensboro IDEA facility;
- Define preservation role and guidelines for the DLP and depository libraries in cooperation with Depository Library Guidelines Work Group;
- Review and make recommendations on other preservation issues before Council (review past minutes and recommendations of Council on preservation matters);
- Report progress at spring meeting.

Ad Hoc NTIS Preview Committee:

Maggie Parhamovich (chair), Linda Kennedy, Phyllis Christianson, Jay Young (GPO Liaison). Plus one off Council member: Arlene Weible (Yale University).

Charge:

- Review and report on the NTIS Preview Project in conjunction with the NTIS proposal for interagency cooperation with GPO;
- Contact beta test sites of Preview Project,
- Solicit beta test site evaluation on effectiveness of project and their vision of depository libraries' role,
- Examine usefulness of documents distributed through the program and report on their appropriateness for DLP distribution with awareness of fugitive documents problem
- Report progress at spring meeting.





# GPO Cataloging Reaches the Century Mark

by Wil Danielson  
Cataloger, Cataloging Branch  
Library Programs Service

The January 1995 Monthly Catalog of United States Government Publications is the centennial issue. In the 1890s, after more than a century of legislation and publishing, the Federal government was ready to bring order to the distribution and cataloging of its publications. Congress was taking action. It held hearings on the bill which became the Printing Act of 1895 as early as 1891. (See Dan Clemmer's article in the summer 1994 Federal Librarian for the impact of this act and other legislation on the Depository Library Program.) Superintendent of Documents John G. Ames, Department of the Interior, included in his testimony recommendations from librarians, such as: "It is high time something was done to provide a clew to the many valuable work[s] now buried in the literary labyrinth called 'public documents.'"<sup>1</sup>

Legislation was drafted. Bibliographic control was only a portion of the act. There was to be a thorough three-tiered coverage: (1) a "comprehensive index" beginning with the 53rd Congress, which became the biennial Document Catalog (1893-1940), (2) "a consolidated index of Congressional documents," the Document Index (1895-1933); and (3) "a catalogue of Government publications... each month," the Monthly Catalog. The original plan was to have the monthly sales list printed in the Official Gazette of the Patent Office and in the Congressional Record.<sup>2</sup>

The first Superintendent of Documents at GPO, Francis A. Crandall, recruited excellent staff for the enormous task of acquiring, classifying, and cataloging the Federal documents on a monthly basis, and annually going back two years. Also, acquisitions and cataloging were done for the GPO library. Adelaide R. Hasse was selected as the librarian. She is known for establishing the Superintendent of Documents classification system, but was also a prolific bibliographer and compiled United States Government Publications: a Handbook for the Cataloger (1902-1903, 2 v.). The first GPO catalogers were John H. Hickcox, Edith E. Clarke, and William S. Burns.<sup>3</sup> Hickcox had been producing United States Government Publications, a Monthly Catalogue as a private citizen since 1885. Clarke authored a 308 page Guide to the Use of United States Government Publications (published in 1918).

Superintendent Crandall, in his first annual report, wrote of the "high degree of skill and accuracy" required in cataloging documents.<sup>4</sup> Further, "Cataloguing is the worst kind of work to hurry...."<sup>5</sup> Yet, that first staff must have worked fast. They succeeded in preparing several back issues of the Monthly Catalog as well as the Document Catalog. Bibliographic order was established. Crandall praised their work: "They have all given to the Government more than a perfunctory service, and have shown a commendable zeal and professional pride.... All the members of my staff have shown themselves industrious and intelligent workers...."<sup>6</sup>

Referred to in the preface by Crandall as the Monthly Catalogue, the first issue was titled Catalogue of Publications Issued by the Government of the United States During the Month

of January, 1895. Although it was intended to be "ephemeral" and "practically superseded" by the Document Catalog, it did not look like a sales catalog to be scanned and discarded. It had high quality printing and an appealing appearance with its department headers, hanging indentations, prices at the right margin, and occasional contents notes in smaller print. It was only twenty-three pages long but contained many publications for that size because there was no repetitive data, such as publishers, and there was no index.

Since the Monthly Catalog then was intended to be only a sales list, there was the problem that, if it became too thorough a reference catalog, there would be no need for the Document Catalog, which by law was the "comprehensive index." Over the years the advisability of indexes was debated as well as the partial duplication with the Document Catalog. In addition to the costs and effort, the timeliness of both catalogs was an issue. Therefore, the Document Catalog was discontinued with the 1939-1940 volume, in favor of "a fast and inclusive cataloging service."<sup>7</sup> The Monthly Catalog, which had started out as the last and least of the three original catalogs, was to be the only survivor. It was already including more than just sales publications and, to increase the coverage of the 1940s further, three supplements were issued. Decennial indexes made up for the more historical coverage.

The biggest change in the Monthly Catalog was made with the July 1976 issue--GPO's contribution to the United States of America Bicentennial. It was also GPO's contribution to standardized cataloging with its MARC format on the largest computerized bibliographic database, OCLC, which many depository libraries were already using. GPO switched from using its own indexing terms to using the Library of Congress Subject Headings and from its index-style of cataloging to following the Anglo-American Cataloging Rules. As a result, the online records became more important than the printed catalog. This decline in the relative value of the printed catalog just when it became easier to use was also partially due to other products, such as the GPO Sales Publications Reference File and the Congressional Information Service (CIS) indexes, which began in the 1970's. Also, the Monthly Catalog tapes and commercial CD-ROM versions became available. The Monthly Catalog changed from a handy but somewhat challenging listing and index to a voluminous, comprehensive catalog with multiple indexes.

At first the Monthly Catalog was free. By 1900 there was enough demand beyond the 2,000 copies printed that the Superintendent hoped Congress would authorize a subscription edition for \$.60 a year. By October 1903 individuals could subscribe at \$1.10 a year. This rate continued until March 1920, when it was dropped to \$.50. In 1930 the price was still \$.50 (a year) but gradually rose to the current price of \$234.00 for the paper edition, \$47.00 for the microfiche edition and \$1920.00 for the tape edition.

Considering the lack of modern equipment or online shared cataloging, the early Cataloging Branch staffs were quite productive. For example, in 1902 there was an average of eleven catalogers. They cataloged 15,665 documents, writing 63,282 cards.<sup>8</sup> Now there are eighteen catalogers and six support and administrative staff members. In the last fiscal year (FY '94) the staff cataloged 33,577 documents. Complex, state-of-the-art technology and expanded comprehensive cataloging responsibilities pervade Cataloging Branch production now.



In his 1907 report, the Superintendent wrote of the "radical changes" in the Monthly Catalog (primarily a brief experiment with a dictionary form of arrangement by subject, to make up for the lack of an index).<sup>9</sup> In 1976 there was the "revolutionary" change. In 1995 there may be even more significant changes. There may be a different catalog with fewer indexes. The online OCLC cataloging record generating the MOCAT record would remain of the same AACR2 quality.<sup>10</sup> More of a qualitative change would be publication by GPO of its own CD-ROM version. Further advanced in the electronic category would be "daily publication of cumulative MoCat data via the GPO Locator."<sup>11</sup> As put by Thomas A. Downing, Chief, Cataloging Branch, "With the GPO Locator, we hope to convert a Monthly Catalog into a 'Daily Catalog.'"<sup>12</sup> With GPO Access online interactive services and the Federal Bulletin Board, there is direct electronic access to Federal information by depository libraries. The traditional Monthly Catalog is getting strong competition from within and without GPO.

In the modern electronic world with myriad information bits there will still be a need and place for bringing order and providing access to Federal documents through effective cataloging. In this regard the bibliographic situation in 1995 is something like that of a century ago. There is Federal information in electronic format which is not getting to depository libraries or to the public and it will need to be located, cataloged, and disseminated. There will also be the traditional paper documents, but increasingly this is shifting toward computer files. Whatever the format, database, or network there will be a need for standards, mutual assistance, and cooperation.

Could the first Monthly Catalog staff have ever imagined how that small pamphlet would look and be produced, what records it would contain, and in what formats it would be available a century later? What can be expected in 2095?

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